

ARMY ENGINEER DISTRICT, SACRAMENTO  
CORPS OF ENGINEERS  
SACRAMENTO, CALIFORNIA

SPK-10552  
Sep 72  
Revised Apr 89

TO: Architect-Engineers and District Personnel:

1. The attached revised guide specification supercedes the previous guide, MAILBOXES AND LETTERDROPS SPK-10F, dated September 1979, and is for use in the preparation of project specifications.

#### TEXT REVISIONS

Para 5

NOTE: A-E's should read all the TECHNICAL NOTES located at the beginning of this guide specification and edit the specification accordingly.



SPK-10552  
Apr 1981

### GENERAL NOTES

1. This guide specification is to be used in the preparation of contract specifications in accordance with the Sacramento District Specification Manual. It will not be made a part of a contract merely by reference; pertinent portions will be copied verbatim into the contract documents.
2. Where numbers, symbols, words, phrases, clauses, or sentences in this specification are enclosed in the following manner: [ ], a choice or modification must be made; delete inapplicable portion(s) carefully. Where blank spaces occur in sentences, insert the appropriate data. Where entire paragraphs are not applicable, they should be deleted completely.

### TECHNICAL NOTES

- A. This guide specification is applicable to individual mailboxes at any facility where a mailroom occurs.
- B. The section number will be inserted in the specification heading and prefixed to each page number in project specifications.
- C. Type of loading, rear or front, will be coordinated with the Using Agency.
- D. Letter drop will be located on the door or wall as per TM-800-1 and letter drop with chute will be detailed for all installation.

10552-i

SPK-10552  
April 1989

INDEX

SECTION 10552

MAILBOXES AND LETTERDROPS

Paragraph	Page
1. GENERAL	10552-1
2. SHOP DRAWINGS	10552-1
3. MAILBOXES	10552-1
4. LETTERDROPS	10552-2
5. CONSTRUCTION QUALITY CONTROL	10552-2



## SECTION 10552

### MAILBOXES AND LETTERDROPS

1. GENERAL: Metal mailboxes and letterdrops location and layout shall be as shown on the drawings.

2. SHOP DRAWINGS: Shop drawings shall be submitted for approval in accordance with the SPECIAL CLAUSES. Shop drawings shall shown plans, elevations, details of construction, gages of metal, fittings, mountings, anchoring and numbering sequence.

#### 3. MAILBOXES:

3.1 Mailboxes shall be [rear] [front] loading type. Boxes shall be 3-1/2 inches wide, 4-1/2 inches high and 14-1/2 inches deep, nested as indicated on the drawings.

3.2 Doors of mailboxes shall be 1/4 inch thick solid extruded aluminum or not less than 0.093 inch thick extruded aluminum reinforced at each edge with integral ribs. Hinges shall be flush steel piano-type with concealed hinge pins, allow the door to open at least 90 degrees and be mounted on completely concealed frames. Doors shall be mounted on a master frame or grid made precisely for each cabinet with only a minimum uniform line between adjacent floors, horizontally and vertically. Vision opening in doors such as windows, slots and decorative openings are not permitted. Metal trim shall be installed around multiple groups to prevent access for forcible removal.

3.3 Locks: Each box shall be provided with a single dial, 3 digit combination lock.

3.4 Covers: [Rear loading boxes shall have a minimum 24 gauge sheet steel or .018 inch aluminum, operable door panel which, when closed, will prevent rear vision into boxes. A lock shall be provided on the panel.] [Front loading boxes shall have a master front loading door which shall include lock box doors and frames encased by a matching frame and swing on a full-length, piano-type steel hinge. The master door shall contain a lock centrally located in place of one box on side of door opposite hinge.]

3.5 Identification: Boxes shall be numbered in sequence from top to bottom, starting at the upper left hand corner. Numbers shall be engraved on the face of the door in 1/2-inch high letters.

3.6 Finishes: Fronts of mailboxes shall have a smooth finish or fine striated vertical lines continuous across the entire front to minimize the effects of scratching and marring. Fronts of boxes and associated trim shall be finely polished US 28 anodized finish aluminum.



3.7 Installation: Mailbox units and accessories shall be installed in prepared framed openings with units plumb and rigidly secured in position. Installation shall be in conformance with USPS recommended standards. Miscellaneous blocking and trim required for proper installation shall be furnished and installed by the Contractor. Anchors shall be located so as to be concealed in the finish work.

#### 4. LETTERDROPS:

4.1 Letterdrops shall be provided at locations indicated on the drawings and shall be a manufacturer's standard catalog type face frame [with a custom fabricated metal chute.]

4.2 Face frame shall be extruded aluminum with spring actuated self-closing slot cover. Slot opening size shall be not less than 1-7/8 inches by 11 inches wide. Frame shall be installed with edges tight against [partition] [door] and secured with theft-proof, tamper-proof [fastenings into expansion inserts] [toggle bolts] [screws].

4.3 Metal chute shall be of the size and shape as detailed; fabricated from 22 gage galvanized sheet steel; all soldered construction; and with all interior surfaces and exposed edges and corners ground smooth. Edges forming the opening frame at the mailroom side shall be hemmed. Chute shall be fastened to partition construction.

4.4 Finishes shall be US 28 anodized finish aluminum.

5. CONSTRUCTION QUALITY CONTROL: Attention is directed to SECTION: CONSTRUCTION QUALITY CONTROL which requires the Contractor to perform quality control inspection, testing, and reporting.

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- REMINDER -

Located at the front of these specifications are the Contract Clauses, Special Clauses and Division I GENERAL REQUIREMENTS of the Technical Specifications, which apply to every aspect of this contract including the work in this section whether performed by Prime Contractor, subcontractor, or supplier.